

State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

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**SUBJECT: Program Update & 2005 Annual Report --
Recycling Program Accomplishments and Actual Costs**

Dear Authorized Representative:

It's once again time for you to submit your Recycling program annual report. But before we describe that process, we want to provide a brief program update and acknowledge the outstanding work that all responsible units are doing to reduce solid waste and increase recycling in Wisconsin.

PROGRAM UPDATE

Wisconsin is nationally recognized as a leader in residential recycling. We are proud of that. For two years in a row, responsible units have collectively reported an increase in collection of recyclable materials -- a statement not many other states can make. Wisconsin's recycling industry is well-established, making substantial contributions to local employment and state and local revenue and clearly demonstrating that "Recycling Means Business." Private businesses and contractors increasingly understand how recycling and waste reduction not only protect the environment but help their bottom line -- so much so that we are now seeing the emergence of a recycling and waste reduction consultant industry in certain sectors. Areas which appear to offer the greatest opportunity for increased recycling include used electronics, construction and demolition debris, food and other organic wastes, and business office waste. Expect to hear more from the Department in the months ahead about initiatives to support and expand recycling and waste reduction in the non-residential sector. Thanks to all of you for your continuing efforts to make recycling a success in Wisconsin.

ANNUAL REPORT INSTRUCTIONS

We encourage you and your staff to complete the report accurately and completely, **and to include collection tonnages of all the recyclable materials your program handles, not just the "banned" paper and container products.** It is important for us to be able to show that responsible units are going "beyond compliance" by recycling a wider range of materials than required under the Recycling Law. Your recycling tonnage proves that state grants to responsible units yields tangible results. Each year, we use the data you provide us to update statistics on recycling collection in the state and to inform elected officials and the public about Wisconsin's recycling accomplishments through articles and press releases.

As in the past, you will need to submit a *single report* covering both recycling accomplishments and actual costs. Please complete and submit the report no later than April 30, 2006.

We've made some changes to this year's annual report process. These changes are part of the Department's continuing effort to streamline procedures and reduce costs.

- **IF WE HAVE YOUR E-MAIL ADDRESS.** Responsible units for whom we have an e-mail address will not be mailed instructions or a hard copy of their annual report. Instead, we prefer you to submit your annual report electronically using the on-line reporting tool and instructions on the DNR website. See the enclosed materials for additional instructions. If you prefer to print

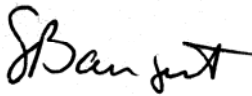
off a hardcopy of the electronic report and submit the hardcopy via mail, you may do so. The on-line report is very simple to complete; an on-line tutorial is also available.

- **IF WE DO NOT HAVE YOUR E-MAIL ADDRESS.** Responsible units for whom we do not have an e-mail address will receive hard copies of all the forms and information needed to complete the annual report. The hard copy report should be submitted to your regional recycling coordinator by the deadline. If they chose, responsible units in this group can submit their data electronically using the on-line report form. Reports can be submitted electronically from any computer with internet access, including those at libraries and other public offices or institutions.
- **INFORMATION SPECIFIC TO YOUR RESPONSIBLE UNIT.** Whether you are submitting your annual report electronically or by hard copy, you will need information specific to your responsible unit. Enclosed with this letter you will find a separate sheet with this specific information. If this sheet is missing or the information enclosed is not for your responsible unit, please contact your regional recycling specialist as soon as possible.
 - We have merged specific information for each responsible unit from the 2004 report. We captured this information even if you did not submit the 2004 report electronically.
 - If you use the hard copy report form, information specific to your responsible unit is not pre-printed on the paper copy, unlike in the past. You will need to take the information off the enclosed sheet and write it on the hard copy report form.

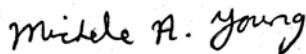
Each responsible unit is required to submit an annual accomplishment report and report of actual costs (s. NR 544.10, Wis. Adm. Code). The completed accomplishment report proves your compliance with the conditions of approval of your responsible unit's effective recycling program. Maintaining program approval ensures that your responsible unit has continued access to Wisconsin landfills and incinerators. Also, only responsible units that maintain an approved effective recycling program are eligible for a recycling grant.

Thank you again for your continued efforts to make recycling a success in Wisconsin.

Sincerely,



Suzanne Bangert, Director
Bureau of Waste Management



Michele Young, Director
Bureau of Community Financial Assistance

Enclosures: RU Specific Information, 2005 Grant Notification, DNR Updates March 2006